



TMS

U.S. Department of Transportation

Training Management System

Accessing TMS

- Open Internet Explorer and type the following web address <https://tms.nbc.gov/DOT>
- Read the posted System Notifications and review the Welcome page to view the support resources available
- Click the button marked: Click here to go to login for User
- The TMS Login screen will open

TMS Log-in Information

- The User ID must be entered in **ALL CAPS**
- If you **forgot** your password, click the [Forgot Password?](#) link under the "Welcome" box. The User ID and answer to the secret question is required for the system to generate and send a new password
- If you **lock** your account, you will be prompted to unlock it by entering the User ID and secret question answer
- If you forgot, or do not have a secret question created in TMS call the NBC Customer Service Center at:

Monday - Friday 6:00 a.m. - 4:00 p.m. MST at 1-888-FOR-1NBC (1-888-367-1622) (Option 3, Option 4)

Note: The email with your new password should arrive in your inbox within 5 minutes

TMS Home Page

After logging in successfully, the Home Page will open. A menu to search the Training Catalog, view the Learning Plan, and view the Learning History will be displayed.

TMS Menu Options

The Menu Items allow a user to navigate the following:

- Personal
- Learning
- Career
- Catalog
- Reports

Caution: To revert back to a previous TMS screen, use the screen navigation. **DO NOT** use the browser Back button in the upper left corner of the screen

TMS Learning Plan

The Learning Plan includes a complete list of learning items. The list can include training that you are required to complete on a one time, regular, or recurring basis (annually, bi-annually, etc.). The Learning Plan will indicate the date by which the courses must be completed. A user can request training be removed; however, you are unable to remove training assigned to you by your supervisor or Training Officer.

Online Training from the Catalog

All employees have access to over 2,000 Web-based training courses through the TMS catalog. Please remember that before taking an online course during duty hours, approval from your immediate supervisor is required. If you have any questions regarding how to register for online training opportunities, please contact the Training Officer.

You can launch online courses from your Learning Plan

TMS Search

- The **Catalog** menu provides specific search options. Select the search option that best suits your needs
- The **Browse Catalog** menu provides a listing of subject areas. Select the subject area that interests you and a list of courses will be displayed
- The **Browse Catalog submenu** includes three pointed search options.
 1. **Calendar of Offerings:** The current month calendar displays subject areas offered each day. Click on a subject area to view and/or register. To view events in subsequent months, change the calendar month or year using the drop-down arrows
 2. **Simple Catalog Search:** To scroll through the entire catalog, leave the keyword field blank and click on the Search button. Or, perform a search by entering specific keywords
 3. **Advanced Catalog Search:** Narrow the search results by clicking on Advanced Catalog Search and include additional search criteria

Once you find the course or item, click the blue course title to view details about the training. If the Catalog does not contain a required course, please contact your OA Training Officer

Accessing TMS items

Once supervisor's approval for training has occurred, launch the approved course from your Learning Plan. Click the **Go to Content button**

- If the course has only one section, the course will open. Proceed through the course. Completion will be recorded automatically in the Learning History.
- If the course includes more than one section, the Content Structure page will open detailing each section with a blue link and a description. Launch each section from the listed link. Once complete, you will return to the Content Page
- Completion is recorded in Learning History

Note: You do not have to complete a course in one sitting. Re-enter the course from your Learning Plan to resume. Be sure to exit the training properly for this feature to work. To exit properly, use the exit navigation provided within the course



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Learning History

Learning History will contain a list of all completed training with the respective course date. If this data is not correct, please contact your Training Officer

Running Reports

The Reports section provides the ability to view and print information from your own Learning Plan or Learning History

- To access reports click on the Reports Menu tab. A list of available reports will display
- Click the report you wish to generate
- Select the Report Destination (Browser or Local File).
- Select the report format (XML, CSV, HTML, or PDF) using the corresponding radio buttons. CSV is the format most suited for use with Excel or Access
- An option is available to request Page Breaks between Records

Physically large reports require a scheduled "off hours" setup

Getting Help

NBC Customer Service Center
Monday - Friday 6:00 a.m. - 4:00 p.m. MST
1-888-FOR-1NBC (1-888-367-1622) (Option 3, Option 4)

TMS Section 508 Accessible Online Training

Courses provide by SkillSoft® are supported by the following technologies:

- Screen reader software
- Shortcut keys for all mouse actions
- Alternative images to replace animated graphics
- Elimination of screen refresh rates between 5Hz - 55Hz

If you require support on any of these technologies, launch the Web Accessibility version of the desired course

For JAWS screen reader users, the system must be configured with the following software:

- JAWS 6.0,6.2,7.0 or 7.1 (client or network)
- Internet Explorer 6.x as default browser
- JRE 1.4.2 or higher
- Java Access Bridge 1.2 or higher. Download available at
- <http://java.sun.com/products/accessbridge/>

JAWS users must also enable Forms Mode to navigate fully:

- Press the TAB key to navigate to a form field
- Press CTRL + INSERT + HOME and Enter

Tips to Reduce Technical Problems

Four suggestions to optimize the browser for success with TMS

1. Delete Cookies
 - Open **Internet Explorer**
 - Navigate to **Tools** in the menu
 - Select **Internet Options** to open the General Tab of Internet Options
 - Locate the Temporary Internet Files
 - Click the **Delete Cookies** button. The "Delete all cookies in the Temporary Internet File?" window will open
 - Click **OK**
2. Clear Browser History
 - Open up **Internet Explorer**
 - Navigate to **Tools** in the top menu
 - Click **Internet Options** at the bottom of the dropdown list. A window will open to the General Tab
 - Locate the History section toward the bottom of the window
 - Click on the button **Clear History**. "Are you sure you want Windows to delete your history of visited Web Sites?"
 - Click **Yes**. Then close the window by clicking on the "OK" button
3. Disable or Turn Off Pop-Up Blockers

Skillsoft and other courses appear in pop-up windows. You can allow all pop-ups, or allow them only for this site. Be sure to re-enable these options when you are finished

 - Open up **Internet Explorer**
 - Navigate to **Tools** in the top menu
 - Scroll down to **Pop-up Blocker** in the drop-down list
 - Select **Turn off Pop-up Blocker** from the list that appears to the left. Be sure to enable these options when you are finished
 - Open up **Internet Explorer**
 - Navigate to **Tools** in the top menu.
 - Scroll down and hover over **Pop-up Blocker** in the drop-down list
 - Select **Turn On Pop-up Blocker** from the list that appears to the left
4. Check Compatibility with Skillsoft Courses if the course you want to take is from Skillsoft, you can check your computer to see if it passes the SkillSoft Browser Capabilities Check.
 - Open a Web Browser and go to <http://browser.skillport.com>
 - Follow the instructions